*This Checklist is for Bidder’s convenience to confirm Proposal documents. Bidder is responsible to follow all instructions within this RFQ.*

* Validate Proposal was submitted via email with all required attachments before the “Bidder Responses Due Date” in Section 2, Estimated Schedule for Procurement Activities
* *Letter of Submittal* on Bidder’s letterhead, signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner of a partnership or the sole proprietor; and any requirements listed in Section 3.1, Letter of Submittal.
* *Exhibit A1 – Bidder* *Qualifications* - signed by an authorized individual
* *Exhibit A2 – Bidder* *Certifications and Assurances* - signed by an authorized individual
* *Exhibit B – Wage Theft Prevention Certification –* signed by an authorized individual
* *Exhibit B2 – Workers’ Rights Certification – signed by an authorized individual*
* *Exhibit C – Proposed Contract (optional – do not send contract redlines without Exhibit C1)*
* *Exhibit C1– Proposed Contract Issues List (required)*
* *Exhibit D – Bidder’s Checklist*
* *Exhibit E – Diverse Business Inclusion Plan*
* *Attachment A – Bidder Response to Ethernet Performance & Service Requirements*
* *Attachment B – Bidder Evaluation Pricing Worksheet**(Must submit using MS Excel)*

***Be sure that any separate documents requested/required by any Attachment question are also included.***